

TABLE OF CONTENTS

1.0	PURPOSE AND SCOPE	2
2.0	IMPLEMENTATION	2
3.0	RESPONSIBILITIES.....	2
4.0	PROCEDURE.....	3
4.1	Technical Document Identification and Creation	3
4.2	Document Preparation	4
4.3	Document Review and Approval.....	7
4.4	Document Revision.....	10
4.5	Document Cancellation.....	10
4.6	TBDs and HOLDS	11
5.0	DEFINITIONS	11
6.0	RECORDS	12
7.0	SOURCES.....	13
7.1	Requirements	13
7.2	References.....	13

TABLE OF TABLES

Table 1.	Technical Document Requirements.....	15
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1.0 PURPOSE AND SCOPE

(7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6, 7.1.7, 7.1.8, 7.1.9)

This procedure defines the process and responsibilities for preparing, reviewing, approving, and releasing technical documents via the document control and configuration management system, SmartPlant® Foundation (SPF). Technical documents are handled consistent with TFC-BSM-IRM_DC-C-01 and can be in the form of hard copy, electronic text documents, or configuration management related digital images or digital videos. (7.1.2, 7.1.4, 7.1.9)

This procedure does not apply to the following document types controlled by other procedures:

- Correspondence in accordance with TFC-BSM-AD-C-03
- Vendor documents in accordance with TFC-BSM-IRM_DC-C-07
- Administrative documents in accordance with TFC-BSM-AD-C-01
- Technical procedures in accordance with TFC-OPS-OPER-C-13
- Classified documents in accordance with MSC-RD-SEC-12223 (7.1.4)
- Engineering Drawings and Engineering Data Transmittals in accordance with TFC-ENG-DESIGN-C-09.

Per TFC-ENG-SB-C-03, documents (including changes to them) and non-nuclear facilities (including changes performed in them) listed in RPP-27195 are outside the scope of the USQ process. Table 1 identifies the applicability of the USQ process for each document type controlled by this procedure. Documents subject to the USQ process are routed through the USQ process via SPF workflow. (7.1.6)

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header. New documents or document revisions that are in the process of review and approval (i.e., attached to an SPF workflow) at the time of implementation of Revision F-4 may continue to be processed with the existing workflow.

New documents initiated on or after the date shown in the header shall be created and processed in accordance with this procedure revision.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

NOTE 1: For non-engineering documents (i.e., documents prepared by organizations outside of Engineering [e.g., Environmental or Radiological Control]), there are no specific qualification requirements for originating documents, unless identified in that organization's procedures.

NOTE 2: For Originators of a document who are already a minimum Engineering Technical Staff qualified, there are no additional requirements for document preparation other than as required by the governing procedures.

NOTE 3: For engineering documents, the document Originator is not required to possess any specific qualification, provided that the document is subject to checking/review and approval by an Engineering Technical Staff qualified engineer and/or Engineering Manager.

NOTE 4: Where engineering documents are prepared by Originators who are not Engineering Technical Staff qualified, the Engineering Technical Staff qualified engineer and/or Engineering Manager who review and approve the document retain full responsibility for the technical adequacy, document quality, and ensuring compliance with requirements.

NOTE 5: Originators of engineering documents, who are in the process of completing an Engineering Technical Staff qualification, but do not yet have the requisite two years' experience, shall successfully complete a task orientation for all assigned tasks with the responsible engineering technical manager, or qualified delegate.

4.0 PROCEDURE

Steps of this procedure may be completed concurrently or out of order except the order of approvals should be followed.

4.1 Technical Document Identification and Creation

- | | |
|--------------------------------|---|
| Document Author/
Originator | <ol style="list-style-type: none">1. If the document will contain controlled-use (sensitive) information (CUI) (refer to the Document Service Center (DSC), MSC-PRO-RM-184, and MSC-PRO-SEC-54603) to be processed for public release, ensure the appropriate required identifiers, restrictive legends, and Access Limits are in place to meet the information clearance requirements. (7.1.3)2. If the document will contain scientific and technical information (STI) as defined in Section 5.0, refer to MSC-PRO-RM-184 and ensure the document meets all requirements for release to the Office of Technical and Scientific Information (OSTI). (7.1.3)3. Determine if Table 1 contains a suitable document class and type, controlling procedure, document number format, and release method for the document:<ol style="list-style-type: none">a. If a suitable document type is listed in Table 1, create a new document in SPF using the associated document class and type to obtain a document number and proceed to Section 4.2. |
|--------------------------------|---|

NOTE: New document types initially added to SPF will be subject to the USQ process unless the new document type is added to RPP-27195 and is reflected in Table 1 of this procedure. (7.1.6)

- a. If a suitable document type is not listed in Table 1, contact the TFC-ENG-DESIGN-C-25 procedure owner to request a new document type for inclusion in Table 1, TFC-ENG-STD-46, and in SPF. (7.1.7)

OR

- b. Create a new document in SPF using the "General Documents or Report" document type (e.g., when producing a unique, one-time only deliverable) and proceed to Step 4.

4. Verify the Design Impacting checkbox located on the “Update Latest Revision” form in SPF is checked which ensures the document will be routed through the USQ process via the Design Impacting Document Workflow when the document is submitted to workflow. (7.1.6)
5. Contact the responsible manager to determine the required format and content, applicable editorial standards, review requirements, and controlling procedure (if applicable), then proceed to Section 4.2.

4.2 Document Preparation

NOTE: Instructions for completing the form sections in SPF that are discussed in the following sections are available on the SPF webpage under SPF Form Instructions. Use the instructions that correspond to the document release method listed in Table 1.

- | | |
|--------------------------------|--|
| Document Author/
Originator | <ol style="list-style-type: none"> 1. Prepare the document in accordance with the controlling procedure in Table 1 (hereinafter “controlling procedure”), ensuring: (7.1.1) <ul style="list-style-type: none"> • Text document is formatted in accordance with TFC-BSM-AD-STD-02, except for any document type in Table 1 that is formatted as a SPF or Site Form (e.g., ECN, DCN, PMID, CGD, etc.). • Each page displays the document, revision, and page numbers (sequential, either consecutive or section numbered). • Document pages, signatures, and graphic images are legible. • English customary units are used for measurements contained in engineering documents, unless otherwise approved by the Chief Engineer and approval is documented on the release form. • References to technical information is readily retrievable, i.e., is available from one of the site recognized document control or records management systems, generally available and accessible, or is included in the document itself. • Corrections to hard-copy (permanent ink)/electronic information are made by drawing a single line through the incorrect information, entering the correct information as close as possible to the original information, and recording initials and the date. • Conditions contained in the document that require a Problem Evaluation Request (PER) (refer to TFC-ESHQ-Q_C-C-01, Attachment A) are documented in PERs. 2. Attach electronic files (including all native files) to the SPF document: |
|--------------------------------|--|

NOTE 1: Reference files that were used to support the final document may be added in SPF and not included in the final record PDF.

NOTE 2: It is not recommended to include the Revision Number in the file name of attached native files/supporting files to support carryover of the files between revisions in SPF.

- a. Name the electronic file(s) with the document number, and a short description of the file content if multiple files are provided for a single document, e.g.:

RPP-RPT-XXXXXX-Cover Sheet

RPP-RPT-XXXXXX-Main Body

RPP-RPT-XXXXXX-Distribution (if used).

NOTE: For records purposes, electronic files should not contain macros.

- b. Indicate which attachments to include in the final record portable document format (PDF) and specify the PDF order.
3. Populate the SPF “Main Details” form (Update Latest Revision) for the document in SPF using the applicable SPF Form Instructions, ensuring:

NOTE 1: In most cases, the Design Impacting property in SPF is pre-set and not changeable or viewable for document types that are either always design impacting or vice versa.

NOTE 2: Document types in SPF that are not design impacting documents but are still subject to the USQ process will have the Design Impacting property default set to “Yes” and will use a design impacting workflow that will route the document through the USQ process.

- The “Design Impacting” property is correctly set to “Yes” in SPF if the document is being issued with a DRCF, is marked as USQ required=Yes in Table 1, and the property is changeable; this enables selection of the Design Impacting Document Workflow which routes the document through the USQ process during the Document Review and Approval process. (7.1.6)
- A Process Hazard Analysis (PrHA) screening is performed for Design Impacting documents in accordance with TFC-ENG-DESIGN-C-35.
- The document is appropriately marked yes/no as being a Technical Baseline document (Ref. TFC-ENG-STD-46); if yes, select the appropriate Design Authority Designator.
- If cancelling the document, to identify any superseding documents, if applicable (see Section 4.5).
- Section 4.6 is invoked if the document contains information that is To Be Determined (TBD) or if the document contains information that cannot be used until verification has been completed (HOLD).

NOTE: SPF automatically distributes the document upon its release to SPF Users identified on the Distribution Tab; the DSC distributes the document to non-SPF Users if an external distribution list is provided.

- If distribution to non-SPF users is required, attach a separate list to the document that includes Name and Organization.

NOTE 1: Documents undergoing major changes (Ref. Section 5.0) are subject to review by the organization(s) that performed the original review, unless other organizations are specifically required (e.g., organization restructure occurred).

NOTE 2: Documents undergoing minor changes (Ref. Section 5.0) do not require the same level of review as major changes; the Document Author/Originator may determine the necessary reviews and the responsible Manager may provide direction to the originator, as necessary, to ensure adequate reviews are obtained.

4. Using the controlling procedure and TFC-ENG-DESIGN-C-52 as required, identify independent document reviews and approvals and/or technical reviews (e.g., Checking, Design Verification, etc.):

NOTE: The “Approval Designator” field should be used to indicate applicable Independent document review/approvals; selected designators become mandatory responsibility assignments in SPF.

- a. Assign individuals identified as reviewers/approvers to their respective roles on the document in SPF using “Assign Responsibilities,” including at a minimum, the:
 - Originator/Author of the document (always required)
 - Responsible Manager (always required, except with Digital Images/ Videos) Checker (as required per TFC-ENG-DESIGN-C-52)
 - Representatives from organizations directly impacted by the document
 - Reviewers/approvers specifically required in the controlling procedure for the document type
 - Design Authority (DA) review and approval for Technical Baseline Documents.

NOTE: The two types of Engineering TPA primary documents are “Designated Functions and Requirements” documents and “Tank Waste Retrieval Work Plan” documents.

Environmental Protection Manager for Tri-Party Agreement (TPA) Primary Documents.

- b. Proceed to Section 4.3 to process the document for review and approval.

4.3 Document Review and Approval

The standard method for document review and approval is electronic review and approval in SPF. In some instances, electronic review and approval is not possible or permitted and a manual/hard copy review and approval is necessary (or required as discussed below).

Per WAC 196-23-070, documents requiring a professional engineer (PE) signature and stamp require either a “wet signature” or a true Digital Signature by the PE. Electronic approvals in SPF do not meet the requirements for a true Digital Signature; therefore, PE signatures and stamps shall be collected in hard copy form (i.e., stamped and signed by hand). The hard copy is submitted to the DSC to be converted to PDF. PE stamping and signatures should only be requested when absolutely required to minimize reliance on hard copy approval processing. (7.1.10)

The Document Author/Originator must complete Sections 4.1 and 4.2 of this procedure prior to proceeding. For electronic review and approval, proceed to Section 4.3.1. For manual review and hard copy approval, proceed to Section 4.3.2.

4.3.1 Electronic Document Review and Approval

NOTE: Electronic reviews and approvals shall be performed using the Record.PDF file in SPF.

Document Author/
Originator

1. Submit the document to workflow in SPF.

NOTE: Markups, such as: Word® files with tracked changes; hand-marked copies of the printed document converted to PDF, and/or comments documented in emails, can be attached to the SPF document or to a SPF comment.

2. Determine the required method for collecting comments and resolution using the controlling procedure and TFC-ENG-DESIGN-C-52; if a required method is not specified, select one of the following methods:
 - Electronic comments/attachments in SPF (preferred), or
 - Manual collection and resolution of comments/markups by the Document Author/Originator.

Identified Reviewer(s)

3. Complete review in accordance with the controlling procedure, or if review requirements are not otherwise defined, review the document to ensure it meets the all specified objectives and requirements.
4. Document review comments as determined in step 2.

NOTE: The documentation of comment resolutions and the reviewer’s approval may be documented using one of the methods listed in step 2.

Document Author/
Originator

5. Resolve reviewers’ comments on the document or escalate to management for resolution.
6. If changes are made to the document to resolve reviewer comments, resubmit the document for another review cycle in the workflow, to ensure comments incorporated in the document are reflected in the SPF-generated PDF used for document approvals.

- | | | |
|--------------------------------|-----|---|
| Identified Approver(s) | 7. | Approve the document in accordance with the controlling procedure. |
| USQ Evaluator | 8. | Perform USQ process in accordance with TFC-ENG-SB-C-03: (7.1.6) |
| | a. | Record the USQ number in SPF using "Update Latest Revision." |
| | b. | Approve using "Record Signature" on "Approvals" in SPF. |
| Manager Approver | 9. | Approve the document in accordance with the controlling procedure. |
| Document Author/
Originator | 10. | Submit the document to the DSC for Release. |
| | 11. | If off-shift release is required when the DSC is not available, to support field work or continue operations, proceed to Section 4.3.3. |

4.3.2 Hard Copy Document Review and Approval

Only use this section when electronic review and approval in SPF is not practicable or permitted for the document being issued (such as, when a PE signature is required).

NOTE: Print the release form using "View Native..." or "Double Click" on the file; do not use "View and Markup..." as this will cause information to not show up on the release form.

- | | | |
|--------------------------------|----|--|
| Document Author/
Originator | 1. | Provide hard copies of the release form, coversheet, distribution sheet (if used), document, and other applicable files from SPF to the identified reviewers. |
| Identified Reviewer(s) | 2. | Complete review in accordance with the controlling procedure. |
| | 3. | If review requirements are not specified, review the document to ensure it meets all specified objectives and requirements. |
| Document Author/
Originator | 4. | Resolve comments with reviewer(s) or escalate to management for resolution. |
| | 5. | Provide hard copies of the release form, coversheet, distribution sheet (if used), document, and other applicable files from SPF to the identified approvers; include the USQ evaluator if Table 1 indicates the document is subject to the USQ process. |
| Identified Approver(s) | 6. | Print name, sign, and date the hard copy to approve the document in accordance with the controlling procedure. |
| USQ Evaluator | 7. | Perform USQ process in accordance with TFC-ENG-SB-C-03: (7.1.6) |
| | a. | Add USQ number(s) to the hard copy release form and in SPF. |
| | b. | Print name, sign, and date the hard copy to approve. |
| Manager Approver | 8. | Print name, sign, and date to approve the document in accordance with the controlling procedure. |
| Document
Author/Originator | 9. | Prepare a PDF of the document: |

NOTE: If the document cannot be saved as a PDF, scan the document to PDF (Exceptions can be approved by the responsible manager on a case by case basis. Use of this exception should be minimized, but may be required if the document native file is not available and the document original is very large.)

- a. Create PDF directly from the electronic native file(s) by either printing or saving to PDF.

OR

- b. Create PDF via scanning (for release forms containing “wet” signatures or for documents with no electronic native file).

NOTE: Problems with PDF conversion of equations can occur; extra attention should be given to ensure conversion occurred correctly.

- c. Review the PDF to ensure conversion occurred correctly.

10. Provide the signed hard copy of the document in PDF format together with the native files to the DSC for release:

NOTE: DSC will upload the signed hard copy PDF together with any native files to SPF and process for release.

- a. Name the electronic file(s) with the document number and a description of the file content if multiple files are provided, e.g.:

- RPP-RPT-XXXXXX-(Release Form Type)
- RPP-RPT-XXXXXX-Cover Sheet
- RPP-RPT-XXXXXX-Distribution (if used)
- RPP-RPT-XXXXXX-Main Body.

- b. Save the PDF and native files that were used to develop or support the development of the document to the WRPS Technical Records Staging Area, in the folder labeled “Documents for Release.”

- c. Email the DSC (^RIM DC) the document is ready for release.

11. If off-shift release is required when the DSC is not available, to support field work or continue operations, proceed to Section 4.3.3.

4.3.3 Off-Shift Document Release

The following process is to be used to pre-release a document, when engineering management determines that a document is required to support field work activities, continued operations, and Document Control is not available.

- | | |
|------------|---|
| Originator | 1. Obtain a hardcopy of the document release form from SPF (i.e., print the Record.PDF file). |
|------------|---|

2. Print the following within the Release Stamp block area on page 1 of the document release form: “Pre-released by ‘Name,’ ‘Date,’ and ‘Time.’”
3. Provide a copy of the pre-released document to the planner or other requester to allow field work/operations to continue.

NOTE: Documents processed through workflow will be automatically routed to Document Control following management approval.

4. For hard-copy documents processed in accordance with Section 4.3.2, provide a copy of the pre-released document to DSC for release on the next business day.

4.4 Document Revision

NOTE 1: Documents undergoing revision are prepared in accordance with Section 4.2 and reviewed and approved in accordance with Section 4.3.

NOTE 2: All revisions to technical documents, for which the original electronic file exists, shall be by complete document revisions only.

NOTE 3: All document revisions to the Environmental Specification Requirements document and Air Emissions Permit Applications shall be by complete document revisions only.

NOTE 4: Page change revisions are very strongly discouraged and should be rarely used unless absolutely necessary. Page changes are reserved for small changes to large original hard copy documents for which native files do not exist or for which it is not practical to compile a full new hard copy document revision for the extent of the change being made.

NOTE 5: Digital Images and Videos are not revisable except to cancel.

Document Author/
Originator

1. To increment the revision number on the document, select “Edit → Revise” on the current revision of the document in SPF:
 - b. For minor changes, increment the revision letter suffix to the next letter (e.g., Rev. 1 to Rev. 1-A).
 - c. For major changes, increment the revision number to the next number and drop any suffix letters (e.g., Rev. 1-C to Rev. 2).
 - d. For page changes, update the revision identifiers of the individual pages being changed.
2. Return to Section 4.2 to prepare and process the document revision.

4.5 Document Cancellation

NOTE 1: Documents undergoing cancellation are prepared in accordance with Section 4.2 and reviewed and approved in accordance with Section 4.3.

NOTE 2: When preparing a document for cancellation in Section 4.2, identify any superseding documents, if applicable, on the “Main Details” form in SPF.

NOTE 3: **DO NOT SELECT “Edit → Revise”** on the current revision of a document in SPF to initiate cancellation of the document (See Step 1 below).

- | | |
|--------------------------------|--|
| Document Author/
Originator | <ol style="list-style-type: none">1. Select “Edit → Cancel” on the current revision of the document in SPF. SPF increments the revision number automatically.2. Return to Section 4.2 to prepare the document for cancellation. |
|--------------------------------|--|

4.6 TBDs and HOLDS

- | | |
|--------------------------------|---|
| Document Author/
Originator | <ol style="list-style-type: none">1. Identify information that is “TBD” or held (HOLD) if the document will be released or internally issued.<ol style="list-style-type: none">a. If design outputs are used to support other work (e.g., procurement, manufacture, construction, or experiment) before design verification is complete, identify the unverified portion of the design outputs as “TBD” or “HOLD.” (7.1.5)2. Create TBD and HOLD identifiers on the document in SPF (e.g., RPP-TBD-XXXXXX and RPP-HOLD-XXXXXX).3. Identify TBD and HOLD notations on documents as follows:<ol style="list-style-type: none">a. For TBDs, enter the TBD number in brackets [] instead of the missing information (e.g., [TBD No. ____]).b. For HOLDS, shade the section or enclose the section subject to the hold within parentheses, and place the HOLD number in the right margin (e.g., [HOLD No. ____]).4. When a TBD or HOLD is partially or completely resolved, go to Section 4.4 and prepare a revision to the released document to update or remove the TBD or HOLD notations. |
|--------------------------------|---|

5.0 DEFINITIONS

Controlled-use information (CUI). Sensitive information, as defined in MSC-PRO-RM-184 and MSC-PRO-SEC-54603, such as applied technology, business sensitive information, export controlled information, patentable subject matter, personal/ private information, official use only information, etc., that is required to be protected from unauthorized access or disclosure.

Design Impacting Document. A term used within SmartPlant Foundation to mean documents having the potential to affect the facility configuration and that are subject to the USQ process per TFC-ENG-SB-C-03.

Internal release. Release stamping and distribution of an approved document by a Document Service Center. The document meets the minimum document standards (document number and page number on each page), has a releasing form such as DRCF, SVF, etc.; and is submitted to the Document Service Center in SPF or provided to the Document Service Center for entry into IDMS and transfer to the Records Holding Area for retention.

Information clearance for public distribution. Review and approval of a document by a qualified information release person to ensure public release requirements are met.

Major Change (7.1.8)

1. Changes to documents, other than those defined as minor changes, are considered major changes and shall be reviewed and approved by the same organizations that performed the original review and approval unless other organizations are specifically designated. (7.1.8)
2. The reviewing organization shall have access to pertinent background data or information upon which to base their approval. (7.1.8)

Minor Changes (7.1.8)

1. Minor changes to documents, such as inconsequential editorial corrections, shall not require that the revised documents receive the same review and approval as the original documents. (7.1.8)
2. To avoid a possible omission of a required review, the type of minor changes that do not require such a review and approval and the persons who can authorize such a decision shall be clearly delineated. (7.1.8)

Public release. Release stamping and distribution of an approved and cleared document by a Document Service Center. The document meets public document release requirements (document number and page number on each page,), a releasing form such as DRCF.

Scientific and Technical Information (STI). The results of DOE-funded research and development efforts, demonstration and commercial application activities, as well as observations, studies, and analyses. STI is typically in the form of scientific/technical reports, conference papers, presentations, journal articles, program documents, and software. STI may be classified, unclassified controlled nuclear information (UCNI), controlled unclassified information (CUI), or unclassified with no access restrictions.

Technical baseline. The complete set of documents/data, identified by the Design Authority, used to identify, justify and demonstrate the physical, functional or operational requirements of configuration controlled structures, systems, and components (Ref. TFC-ENG-STD-46). (7.1.7)

Text Document. Technical documents being prepared checked and issued other than engineering drawings or digital images or videos.

Vendor information. Vendor documentation that is needed to use or maintain purchased equipment. Examples include, but are not limited to, operating and maintenance manuals, schematics, verification information, etc.

Vendor products. Vendor products generated to specific site standards or procedures (e.g., H-14 drawings, calculations, technical assessments, or facility-specific reports).

6.0 RECORDS

The following records are generated during the performance of this procedure:

- Technical Document (Including Release Form specified in Table 1).

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.

7.0 SOURCES

7.1 Requirements

1. DOE-STD-1073-93, "Guide for Operational Configuration Management Program," Pt. 1, Section 1.3.3.1.
2. DOE-STD-1073-93, "Guide for Operational Configuration Management Program," Pt. 1, Section 1.3.3.3.
3. MSC-PRO-RM-184, "Information Clearance."
4. MSC-RD-SEC-12223, "Protecting and Controlling Classified Matter."
5. TFC-BSM-AD-STD-02, "Editorial Standard and Format Guidance for Documents."
6. TFC-ENG-SB-C-03, "Unreviewed Safety Question Process."
7. TFC-ENG-STD-46, "Technical Baseline Management."
8. TFC-PLN-02, "Quality Assurance Program Description."
9. TFC-PLN-23, "Configuration Management Plan."
10. WAC 196-23-070, "Signature."

7.2 References

1. MSC-PRO-SEC-54603, "Identifying, Marking, and Protecting Official Use Only (OUO) Information."
2. RPP-27195, "Tank Operations Contractor Unreviewed Safety Question Process Out of Scope Documents."
3. TFC-BSM-AD-C-01, "Administrative Document Development and Maintenance."
4. TFC-BSM-AD-C-03, "Correspondence Preparation and Control."
5. TFC-BSM-IRM_DC-C-01, "Document Control."
6. TFC-BSM-IRM_DC-C-02, "Records Management."
7. TFC-BSM-IRM_DC-C-07, "Vendor Processes."
8. TFC-ENG-DESIGN-C-01, "Development of TOC Specifications."
9. TFC-ENG-DESIGN-C-09, "Engineering Drawings."
10. TFC-ENG-DESIGN-C-35, "Process Hazard Analysis Determination and Technique Screening."

11. TFC-ENG-DESIGN-C-32, "Utility Calculation Software Management."
12. TFC-ENG-DESIGN-C-52, "Technical Reviews."
13. TFC-ESHQ-Q_C-C-01, "Problem Evaluation Request."
14. TFC-OPS-OPER-C-13, "Technical Procedure Control and Use."
15. TFC-PLN-03, "Engineering Program Management Plan."
16. USQ determination TF-06-0690-D.

Table 1. Technical Document Requirements.

Note: Refer to TFC-ENG-STD-46 which provides criteria for determining whether or not documents prepared under TOC scope are considered to be elements of the technical baseline. For documents identified as “TBD,” technical baseline documents or those that are not technical baseline documents are released using the same release document as shown in Table 1.

- (1) These document types are listed in RPP-27195 as being out of scope of the USQ process. The document originator may check the USQ NA check box and use NA-27195 as the USQ N/A Designator on forms that contain a USQ block for these document types.
- (2) USQ review is not required because equivalent replacement evaluations that do not make any changes that require USQ review per TFC-ENG-SB-C-03. Per TFC-ENG-DESIGN-P-16, if an equivalent replacement part cannot be found the equivalent replacement process is discontinued and a facility modification ECN is processed per TFC-ENG-DESIGN-C-06 (which requires USQ review per TFC-ENG-SB-C-03).
- (3) Maintenance documents and manuals are not subject to USQ review per TFC-ENG-SB-C-03 provided that they meet the definition of routine maintenance; otherwise, they should be identified as “Design Impacting” in SPF and will be subject to USQ review per TFC-ENG-SB-C-03.
- (4) General Document/Reports that do not require USQ includes document types that do not readily fit under other assigned categories and have no impact on facility configuration or the safety basis, are not top-level implementing documents for safety management programs, do not implement technical safety requirements, and are not referenced in the documented safety analysis. Examples include, but are not limited to: Root Cause Analysis Reports, Double-Shell Tank Integrity Inspection Reports, Hanford Single-Shell Tank Leak Causes and Locations Reports, Double-Shell Tank Ultrasonic Inspection Results Reports, Corrosion Monitoring Reports, Hanford Double-Shell Tank Inspection Annual Reports, Suspect Water Intrusion in Hanford Single-Shell Tanks, Single-Shell Tank Visual Inspection Reports, LOW Quarterly Scan Summary, Expert Panel Oversight Committee Reports. General Document/Reports that do not meet this definition and can impact the facility configuration or the safety basis are subject to USQ per TFC-ENG-SB-C-03.
- (5) Other Plan documents that do not require USQ includes various types of plans and planning documents not already covered under other categories that have no impact on facility configuration and are not top-level implementing documents for safety management programs. Examples include but are not limited to: Technology Maturation Plans, Technology Compendium Reports, Site Evaluation Reports/Plans/Studies, D&D Plans, Risk and Opportunity Management Plans, Procurement/Acquisition Plans, Security & Vulnerability Plans, Safety and Health Plans, ALARA Planning Documents, Project Regulatory Communication Strategy/Plans, Waste Planning Documents, Construction Planning Documents, Program Integration Plans. Other Plan documents that do not meet this definition and can impact the facility configuration or the safety basis are subject to USQ per TFC-ENG-SB-C-03.
- (6) Newly issued (Rev. 0) drawings or drawings revised by direct revision are subject to the USQ process. Revisions to drawings to incorporate ECNs or DCNs do not require USQ of the issued drawings, since the change was USQ reviewed as part of the release of the ECN/DCN. For ECN incorporation, the document originator may check the USQ NA check box and use NA-27195 as the USQ N/A Designator on the EDT releasing these drawings.

*These document numbers are for new releases. Existing documents shall maintain their current number when revised.

Table 1. Technical Document Requirements. (cont.)

Document Class	Document Type	Document Number *	Controlling Procedure or Standard	Release Method	USQ Required
Non SPF Documents	Unreviewed Safety Question	LL-YY-XXXX-T	TFC-ENG-SB-C-03	USQ	N/A
	Process Memo	PM-YY-XXX	TFC-ENG-FACSUP-C-04	PM	Yes
Assessments	Criticality Safety Inspection or Assessment	RPP-ASMT-XXXXXX	TFC-ENG-CHEM-P-02	DRCF	No ⁽¹⁾
	Management Assessment	RPP-ASMT-XXXXXX	TFC-ENG-ADMIN-D-07	DRCF	No ⁽¹⁾
	Specialty Assessment	RPP-ASMT-XXXXXX	TFC-ENG-ADMIN-D-07	DRCF	No ⁽¹⁾
Calculations	Conceptual/Preliminary/Scoping Calculation	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-10	DRCF	No ⁽¹⁾
	Formal Calculation	RPP-CALC-XXXXXX	TFC-ENG-DESIGN-C-10	DRCF	Yes
	Set Point Calculation	RPP-CALC-XXXXXX	TFC-ENG-DESIGN-C-10 TFC-ENG-STD-14	DRCF	Yes
Commercial Grade Dedication Documents	Commercial Grade Dedication	CGD-XXXXXX-XX	TFC-ENG-DESIGN-C-15 TFC-ENG-DESIGN-C-65	CGD	No ⁽¹⁾
Design Review Documents	ALARA Design Review	RPP-RPT-XXXXXX	TFC-ESHQ-RP_RWP-C-03 TFC-ESHQ-RP-STD-03	DRCF	Yes
	Design Authority Technical Review	RPP-DATR-XXXXXX	TFC-ENG-DESIGN-C-52 TFC-ENG-DESIGN-P-53	DATR	No ⁽¹⁾
	Design Review Report/Package ¹	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-D-17.1	DRCF	No ⁽¹⁾
	Design/Requirement Verification Report	RPP-DVR-XXXXXX	TFC-ENG-DESIGN-P-17	DRCF	No ⁽¹⁾
	Review Comment Record	RPP-RCR-XXXXXX	TFC-ENG-DESIGN-P-17	N/A	No ⁽¹⁾
Digital Images and Videos	Digital Image	DI-XXXXXX	TFC-ENG-DESIGN-C-25	DRCF	No ⁽¹⁾
	Digital Video	DVDID-XXXXXX	TFC-ENG-DESIGN-C-25	DRCF	No ⁽¹⁾
Document/Reports	Characterization/Inventory Report	RPP-RPT-XXXXXX	TFC-ENG-CHEM-D-09	DRCF	No ⁽¹⁾
	Conceptual/Preliminary/Scoping Reports	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-25	DRCF	No ⁽¹⁾
	Data Quality Objective	RPP-RPT-XXXXXX	TFC-ENG-CHEM-C-16	DRCF	No ⁽¹⁾
	Engineering Facility Layup Plan	RPP-PLAN-XXXXXX	TFC-ENG-FACSUP-D-29	DRCF	Yes
	Engineering Standard Basis Document	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-25	DRCF	Yes
	General Documents or Report	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-25	DRCF	No ⁽¹⁾ Yes ⁽⁴⁾
	Independent Qualified Registered Professional Engineer (IQRPE) Assessment Report	RPP-XXXXXX	TFC-ESHQ-Q_INSP-C-01	DRCF	Yes
	Laboratory Sample Analysis Report	RPP-RPT-XXXXXX	ATS-310, SECTION 1.41	DRCF	No ⁽¹⁾
	Model Results Documentation	RPP-RPT-XXXXXX	TFC-BSM-IRM_HS-C-16 TFC-BSM-IRM_HS-C-17 TFC-BSM-IRM_HS-C-18	DRCF	No ⁽¹⁾
	Process Flowsheet Report	RPP-RPT-XXXXXX	TFC-ENG-CHEM-C-01	DRCF	No ⁽¹⁾
	Single-Shell Tank Retrieval Completion Evaluation Report	RPP-RPT-XXXXXX	TFC-ENG-CHEM-P-47	DRCF	No ⁽¹⁾
	System Design Description	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-P-07	DRCF	Yes
	Systems, Structures, & Components (SSC) Status Reports	RPP-RPT-XXXXXX	TFC-ENG-FACSUP-D-01.1	DRCF	No ⁽¹⁾

¹ Design Review Report/Package includes Design Review Summary Documents or Packages circulated for review.

Table 1. Technical Document Requirements. (cont.)

Document Class	Document Type	Document Number *	Controlling Procedure or Standard	Release Method	USQ Required
	Tank Leak Assessment	RPP-RPT-XXXXXX	TFC-ENG-CHEM-D-42	DRCF	No ⁽¹⁾
	Tank Waste Compatibility Assessment	RPP-RPT-XXXXXX	TFC-ENG-CHEM-P-13	DRCF	No ⁽¹⁾
	Waste Tank Summary Report	HNF-EP-0182	TFC-ENG-DESIGN-C-25	DRCF	No ⁽¹⁾
Drawings	Civil, Structural, Architectural	H-2-XXXXXX	TFC-ENG-DESIGN-C-09 TFC-ENG-STD-10	EDT	Yes ⁽⁶⁾ No ^(6,1)
	Electrical	H-6-XXXXXX			
	Flow Diagram and P&IDs	H-9-XXXXXX			
	HVAC	H-13-XXXXXX			
	Instrumentation And Control	H-14-0XXXXX			
	Mechanical	H-14-1XXXXX			
		H-15-XXXXXX			
	Other Drawings	SK-2-XXXXXX			
Emergency Management Documents	Hazards Survey	RPP-RPT-XXXXXX	TFC-ESHQ-EP-C-01	DRCF	Yes
	Emergency Planning Hazard Assessment	RPP-RPT-XXXXXX	TFC-ESHQ-EP-C-01	DRCF	Yes
Engineering Change Notices	Drawing Change Notice	DCN-XXXXXX	TFC-ENG-DESIGN-C-06	DCN	Yes
	Engineering Change Notice	ECN-XXXXXX	TFC-ENG-DESIGN-C-06	ECN	Yes
Engineering Data Transmittals	Engineering Data Transmittal	EDT-XXXXXX	TFC-ENG-DESIGN-C-25	EDT	Yes ⁽⁶⁾ No ^(6,1)
Environmental Documents	Environmental Notice Of Construction (Air Emissions Permit Applications)	TOC-ENV-NOC-XXXX	TFC-ESHQ-ENV PP-C-05 TFC-ESHQ-ENV PP-C-06	DRCF	Yes
	Environmental Notification	TOC-ENV-NOT-YYYY-XXXX	TFC-ESHQ-ENV FS-C-01	DRCF	No ⁽¹⁾
	Environmental Requirements Implementation Matrix	TOC-ENV-RIM-XXXX	TFC-ESHQ-ENV PP-C-02	DRCF	No ⁽¹⁾
	Environmental Model Calculation	RPP-CALC-XXXXXX	TFC-ESHQ-ENV FS-C-05	DRCF	Yes
	Environmental Specification Requirements	RPP-ENV-XXXXXX	TFC-ESHQ-ENV-STD-07	DRCF	Yes
	General Environmental Report	RPP-ENV-XXXXXX	TFC-ESHQ-ENV-STD-07 TFC-ESHQ-ENV PP-C-08 TFC-ESHQ-ENV PP-C-10 TFC-ESHQ-ENV PP-C-13	DRCF	No ⁽¹⁾
Industrial Hygiene Documents	Industrial Hygiene Exposure Hazard Assessment	TOC-IH-EA-XXXXXX	TFC-ESHQ-S_IH-C-46	DRCF	No ⁽¹⁾
	Industrial Hygiene Monitoring and/or Sampling Results Report	TOC-IH-RPT-XXXXXX	TFC-ESHQ-S_IH-C-46	DRCF	No ⁽¹⁾
	Industrial Hygiene Programmatic Decision Document	TOC-IH-XXXXXX	TFC-ESHQ-S_IH-C-46	DRCF	No ⁽¹⁾
Lists	Equipment List	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-D-17.1	DRCF	Yes
	Instrument List	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-P-44	DRCF	Yes
	Other List	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-25	DRCF	Yes
	Spare Parts List	RPP-RPT-XXXXXX	TFC-ENG-FACSUP-C-23	DRCF	Yes
Maintenance Documents	Equivalent Replacement	RPP-ER-XXXXXX	TFC-ENG-DESIGN-P-16	DRCF	No ^(2,3)
	Maintenance Document	RPP-RPT-XXXXXX	TFC-OPS-MAINT-C-12	DRCF	No ⁽³⁾
	Maintenance Manuals	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-25	DRCF	No ⁽³⁾

Table 1. Technical Document Requirements. (cont.)

Document Class	Document Type	Document Number *	Controlling Procedure or Standard	Release Method	USQ Required
	Preventive Maintenance Deferral	PMID-DEF-XXXX	TFC-OPS-MAINT-C-12	PMD	No ⁽³⁾
	Preventive Maintenance Identification Document	2S-XXXXXX EE-XXXXXX ES-XXXXXX ET-XXXXXX FT-XXXXXX WT-XXXXXX	TFC-OPS-MAINT-C-12	PMID	No ⁽³⁾
	Preventive Maintenance Technical Basis Document	PMID-BAS-XXXX	TFC-OPS-MAINT-C-12	PMTB	No ⁽³⁾
	Modification Traveler	MT-XXXXX	TFC-ENG-DESIGN-C-56	MT	No ⁽¹⁾
Modification Traveler Documents	Modification Traveler	MT-XXXXX	TFC-ENG-DESIGN-C-56	MT	No ⁽¹⁾
Operability and Technical Evaluations	Operability Evaluation	RPP-OE-XXXXX	TFC-ENG-FACSUP-C-02	DRCF	Yes
	Technical Evaluation	RPP-TE-XXXXX	TFC-ENG-FACSUP-C-03	DRCF	Yes
Operations Documents	Lockout/Tagout Authorization Form	CO-YY-XXX	DOE-0336	TAF	No ⁽¹⁾
Plans	OSD Recovery Plan	OSD-RAP-XXXXX	TFC-ENG-CHEM-P-14	DRCF	No ⁽¹⁾
	Other Plan	RPP-PLAN-XXXXX	TFC-ENG-DESIGN-C-25	DRCF	No ⁽¹⁾ Yes ⁽⁵⁾
	Process Control Plan	RPP-PLAN-XXXXX	TFC-ENG-CHEM-C-11	DRCF	Yes
	Sampling and Analysis Plans	RPP-PLAN-XXXXX	TFC-ENG-CHEM-D-23	DRCF	No ⁽¹⁾
	Work or Task Plan ²	RPP-PLAN-XXXXX	TFC-ENG-DESIGN-C-25	DRCF	No ⁽¹⁾
Project Management	Project Execution/Management Plan	RPP-PLAN-XXXXX	TFC-PRJ-PM-C-02	DRCF	No ⁽¹⁾
	Project Turnover Plan/Document	RPP-RPT-XXXXX	TFC-PRJ-PM-C-28	DRCF	No ⁽¹⁾
Quality Assurance Documents	Quality Surveillance Report	TF-CY-QSR-XXX	TFC-ESHQ-Q PP-P-02	DRCF	No ⁽¹⁾
Radiological Control Documents	Radiation Protection Program	HNF-MP-5184	TFC-ESHQ-RP ADM-D-24	DRCF	Yes
	Other Radiological Control Document	RPP-RPT-XXXXX	TFC-ENG-DESIGN-C-25	DRCF	Yes
	Radiological Control Plan	RPP-PLAN-XXXXX	TFC-ENG-DESIGN-C-25	DRCF	Yes
	Radiological Control Technical Basis Document	RPP-RPT-XXXXX	TFC-ESHQ-RP ADM-D-24	DRCF	No ⁽¹⁾
	Radiological Monitoring Plan	RPP-PLAN-XXXXX	TFC-ESHQ-RP ADM-P-01	DRCF	No ⁽¹⁾
	Radiological Shielding, Spill, and Dose Rate Calculations	RPP-CALC-XXXXX	TFC-ESHQ-RP ADM-D-24	DRCF	No ⁽¹⁾
	Tank Farms Radiological Control Manual	HNF-5183	TFC-ESHQ-RP ADM-D-24	DRCF	Yes
Safety Basis Documents	Conceptual Safety Design Report	RPP-RPT-XXXXX	TFC-ENG-SB-C-06	DRCF	No ⁽¹⁾
	Other Criticality Safety Documents	RPP-RPT-XXXXX	TFC-ENG-CHEM-P-04	DRCF	Yes
	Criticality Safety Evaluation Report	RPP-RPT-XXXXX	TFC-ENG-CHEM-P-04	DRCF	Yes
	Documented Safety Analysis	RPP-RPT-XXXXX	TFC-ENG-SB-C-06	DRCF	Yes
	Fire Hazard Analysis	RPP-RPT-XXXXX	TFC-ESHQ-FP-STD-06	DRCF	Yes

² Work or Task Plans include work planning documents that do not directly affect facility configuration and are not procedures for performing work. Examples include: Tank Waste Retrieval Work Plans

Table 1. Technical Document Requirements. (cont.)

Document Class	Document Type	Document Number *	Controlling Procedure or Standard	Release Method	USQ Required
	Flammable Gas Equipment Advisory Report	TOC-ENG-FGEAB-XXXXXX	TFC-ENG-FACSUP-P-17	DRCF	Yes
	Functions and Requirements Evaluation Document	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-45	DRCF	Yes
	Hazard Analysis Database	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-25	DRCF	Yes
	Hazard Categorization Document	RPP-RPT-XXXXXX	TFC-ENG-SB-C-06	DRCF	Yes
	Preliminary Documented Safety Analysis	RPP-RPT-XXXXXX	TFC-ENG-SB-C-06	DRCF	No ⁽¹⁾
	Preliminary Safety Design Report	RPP-RPT-XXXXXX	TFC-ENG-SB-C-06	DRCF	No ⁽¹⁾
	Process Hazard Analysis Screening Form	PrHA-XXXXXX	TFC-ENG-DESIGN-C-35	PrHA	No ⁽¹⁾
	Process Hazard Analysis Study Report	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-47	DRCF	Yes
	Safety Design Strategy	RPP-RPT-XXXXXX	TFC-ENG-SB-C-06	DRCF	No ⁽¹⁾
	Safety Requirements Specification	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-P-43	DRCF	Yes
	SIS Design Analysis Report	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-P-44	DRCF	Yes
	Technical Safety Requirements	RPP-RPT-XXXXXX	TFC-ENG-SB-C-06 TFC-ENG-CHEM-P-04	DRCF	Yes
	Waste Leak Path Screening	TOC-WLPS-XXXX	TFC-ENG-FACSUP-C-26	DRCF	No ⁽¹⁾
Software Quality Assurance Documents	Engineering Data Change Approval Form	RPP-DCAF-XXXXXX	TFC-ENG-DESIGN-P-12	DCAF	No ⁽¹⁾
	Engineering Software Change Request	RPP-SCR-XXXXXX	TFC-ENG-DESIGN-P-12	SCR	For Non-Plant Installed Software
	Modeling Modification Request	MMR-XXXXXX	TFC-BSM-IRM HS-C-16 TFC-BSM-IRM HS-C-17 TFC-BSM-IRM HS-C-18	MMR	
	Modeling Request	MRR-XXXXXX MR-XXXXXX	TFC-ENG-DESIGN-C-58 TFC-ENG-CHEM-P-51 TFC-BSM-IRM HS-C-16 TFC-BSM-IRM HS-C-17 TFC-BSM-IRM HS-C-18	DRCF	Yes for Plant Installed Software
	Model Development/Run Plans	RPP-PLAN-XXXXXX	TFC-ENG-DESIGN-C-58		
	Software Acceptance Test Report	RPP-RPT-XXXXXX	TFC-BSM-IRM HS-C-01		
	Software Alternatives Analysis	RPP-RPT-XXXXXX	TFC-BSM-IRM HS-C-03		
	Software Change Request	RPP-SCR-XXXXXX	TFC-ENG-DESIGN-C-32		
	Software Configuration Management Plan	RPP-PLAN-XXXXXX	TFC-ENG-DESIGN-P-12		
	Software Contingency Plan	RPP-PLAN-XXXXXX			
	Software Functional Design Requirements	RPP-RPT-XXXXXX			
	Software Installation Plan	RPP-PLAN-XXXXXX			
	Software Management Plan	RPP-PLAN-XXXXXX			
	Software Requirements Specification	RPP-SPEC-XXXXXX			
	Software Requirements Traceability Matrix	RPP-RPT-XXXXXX			
	Software Retirement Plan or Checklist	RPP-PLAN-XXXXXX			
	Software System Design Description	RPP-RPT-XXXXXX			
	Software Test Plan And Cases	RPP-PLAN-XXXXXX			
	Software User Documents	RPP-RPT-XXXXXX			

Table 1. Technical Document Requirements. (cont.)

Document Class	Document Type	Document Number *	Controlling Procedure or Standard	Release Method	USQ Required
	Other Software Document	RPP-RPT-XXXXXX			
Specifications	Construction Specification	RPP-SPEC-XXXXXX	TFC-ENG-DESIGN-C-34	DRCF	Yes
	Design or Procurement Specification	RPP-SPEC-XXXXXX	TFC-ENG-DESIGN-C-34	DRCF	Yes
	Design Requirements Compliance Matrix	RPP-SPEC-XXXXXX	TFC-ENG-DESIGN-C-42	DRCF	No ⁽¹⁾
	Interface Control Document	RPP-SPEC-XXXXXX	TFC-BSM-CP CPR-C-17	DRCF	Yes
	Operating Specification Document	RPP-SPEC-XXXXXX	TFC-ENG-CHEM-P-14	DRCF	Yes
	Special Tools and Equipment Evaluation	RPP-STE-XXXXXX	TFC-ENG-DESIGN-C-34	DRCF	Yes
	System or Subsystem Specification	RPP-SPEC-XXXXXX	TFC-ENG-DESIGN-C-01	DRCF	Yes
Testing Documents	Acceptance Test Plan	RPP-PLAN-XXXXXX	TFC-ENG-DESIGN-C-18	DRCF	No ⁽¹⁾
	Acceptance Test Report	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-18	DRCF	No ⁽¹⁾
	Laboratory Test Plans	RPP-PLAN-XXXXXX	ATS-310, SECTION 1.9	DRCF	Yes
	Test Plan	RPP-PLAN-XXXXXX	TFC-ENG-DESIGN-C-18 TFC-PRJ-SUT-C-01	DRCF	No ⁽¹⁾
	Test Results Report	RPP-RPT-XXXXXX	TFC-ENG-DESIGN-C-18 TFC-PRJ-SUT-C-04	DRCF	Yes